



GIRTON GLEBE PRIMARY SCHOOL

FULL GOVERNING BODY MEETING

Held on TUESDAY 12 SEPTEMBER 2017 at 6.30pm

ACTION GRID

ITEM	ACTION	DEADLINE	RESPONSIBILITY
<i>Actions from the meeting held on 14 March 2017</i>			
9.3	Cross-reference SEN visits from SIC minutes to FGB minutes <i>UPDATE 12 SEPTEMBER 2017 – CG will liaise with CBA and Erica Tate re the annual SEN report</i>	As appropriate	JWD GW CG/CB
<i>Actions from the meeting held on 9 May 2017</i>			
9.1	Devise 3 key things for training strategy <i>UPDATE 27 JUNE 2017 – on receipt of School Governance Team’s (SGT) quarterly return of training uptake, DM will contact all governors based on the needs identified via the skills audit. UPDATE 12 SEPTEMBER 2017 – DM will chase SGT.</i>	Next meeting	DM
11.2	Committee meeting dates 2017/2018	Next meeting	RB CBL JWD NH
<i>Actions from the meeting held on 27 June 2017</i>			
5.2.iii	Finance committee to consider pool report	Autumn [1] Finance meeting	LW CBL GW
<i>Actions from the meeting held on 12 September 2017</i>			
8.2	Review data scrutiny	Next meeting	TS (RB)
14.5	Add re-structured committees to TOP section C, objective 5.	Next meeting	DS

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SUBJECT TO RATIFICATION
GIRTON GLEBE PRIMARY SCHOOL
FULL GOVERNING BODY MEETING

Held on TUESDAY 12 SEPTEMBER 2017 at 6.30pm

MINUTES

Present: Rowena Barnes (RB – Chair); Andrew (Drew) Simpson (DS – Head); Colin Black (CBL); Corinne Garvie (CG); Deborah Macklin (DM); Glen Perrott (GP); Joanne Pyle (JP); Jo Ward (JWD); Pieter Wallace (PW); Lucy Wilson (LW).

Also present: Neil Kohler (NK - Assistant Head Teacher, Associate Member); Naomi Whitworth (NW – Assistant Head Teacher, Associate Member); Graham Whiting (GW - Camclerk).

		<i>Action</i>
1.	Introductions and apologies for absence	
1.1	RB welcomed all governors present.	
1.2	Apologies were received and accepted from Christine Barrow (CBA), Nigel Howlett (NH) and Tanya Sheridan (TS).	
2.	Election of Chair 2017/2018	
	RB was re-elected Chair, unopposed, unanimously.	
3.	Election of Vice Chair(s) 2017/2018	
	JWD and LW were elected joint Vice Chairs, unanimously (this will allow LW to shadow JWD during the final year of her term of office, with a view to taking over the Vice Chair role fully in 2018/2019).	
4.	Declaration of Pecuniary/Conflicts of Interests	
4.1	All governors present completed Declarations of Pecuniary Interest for 2017/2018. They will be retained by the Business Manager.	
4.2	No declarations relating to any conflicts of interest with items listed on the agenda.	
5.	Instrument of Government / Standing Orders (<i>circulated in advance</i>)	
	Governors agreed unanimously that no changes were required to either.	
6.	Chair's report	
	RB gave a verbal overview covering the following areas: - <ul style="list-style-type: none"> • <i>Meeting with Keith Grimwade, Director for Learning</i> 	

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	<p>She and DS had been accompanied by Lynda Harford (Cambs County Councillor). Nothing of substance was forthcoming other than that Keith has agreed to cap the school's Key Stage 2 (KS2) classes at 31 pupils. The promised follow-up meeting is yet to be arranged. DS advised, in general terms, that new free schools must now have at least two forms of entry (2FE) on opening (which aims to preclude them from opening before their own catchments are in place).</p> <ul style="list-style-type: none"> • Helen Phelan (County ??? adviser) is to visit on a date to be arranged to discuss SEND (Special Educational Needs, Disability) support and funding. • The Vision & Strategy session on 10 October 2017 will look at the changes that have occurred post-Ofsted and seek to incorporate the school's values into the GB's draft strategy document (which had been circulated in advance for information). • RB proposed that the timing and subjects of visits and learning walks should be referred to the proposed new Standards committee (see also item 8 below). It was agreed these will where possible link in with SLT observations in order to avoid duplication (i.e. mirroring the system followed when Local Authority advisers carried out visits when the school was in the Requires Improvement category). 	
<p>7.</p>	<p>Minutes of last meeting, 27 June 2017 and Action Points (not listed elsewhere) Data Scrutiny Taskforce minutes, 12 July 2017</p>	
<p>7.1 7.2 7.3</p>	<p>The draft FGB minutes had been circulated in advance; they were agreed as a true record.</p> <p><u>Action points</u> The following actions had either been completed, superseded or were listed on the agenda; accordingly, they will be removed from the grid: - <i>9 May 2017, items 9.2, 11.2; 27 June 2017, items 4.2, 4.3.v, 4.4, 7.2, 7.3, 8.2, 8.3, 11.2.</i> The following action (as updated) will remain on the grid as a standing reminder: - <i>14 March 2017, item 9.3.</i> The following actions were updated as above and will remain on the grid:- <i>9 May 2017, item 9.1; 27 June 2017, item 5.2.iii.</i></p> <p>The minutes of the Data Scrutiny Taskforce had been circulated in advance; these were noted and suggested textual amendments were</p>	

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	agreed. RB highlighted that gaps are closing in all of Writing, Reading and Maths.	
8.	Committee structure Appointment of Governors to Committees	
8.1	A discussion paper outlining two options for changes to the committee structure had been circulated in advance.	TS
8.2	A general discussion took place around these alternatives; in particular, how data should be made available for specialist scrutiny - TS has agreed to carry out a review of this element of accountability in early October.	
8.3	Governors agreed unanimously to adopt option 1.	
8.4	Governors also agreed to sit on the re-structured committees as follows: - <u>Resources</u> – CBL (Chair), TS (Vice Chair), RB, NH, LW plus DS (or representative) and Business Manager. <u>Standards</u> – JWD (Chair), CBA (to be confirmed), CG, GP, JP, PW plus DS (or representative) and DM, where required, for training matters*. <u>Link Governor for Training and Communications*</u> - DM <u>Data Scrutiny</u> – RB (Chair), CG, JWD, PW. <u>Personnel</u> – NH (Chair), RB, DM, JWD.	
9.	Appointment of Governors to Statutory Panels	
	Governors agreed the Chair should continue to have delegated authority to appoint ad hoc panels as required. If the Chair is not available, the authority passes to the Vice-Chairs and then the Clerk.	
10.	Head Teacher's report Circulated in advance; also the evidenced Summer term Operational Plan (TOP) and EYFS Action Plan, plus their equivalents for the Autumn term and, finally, the 2017/2018 School Development Plan (SDP) and the 2016/2017 data summary.	
10.1	<u>Achievement and Standards</u> DS began by explaining that the Autumn TOP sits alongside the SDP. He commented that the Key Stage 2 (KS2) data compares well with both national and County equivalents and went on to give further details around achievement and gaps, explaining any mitigating factors relevant to the latter. See also items 11.1 and 14 below.	
10.2	In KS1, the Year 1 phonics results were disappointing across both of the parallel classes. Year 2 re-takes were also below target. DS commented on the significant factors affecting performance, which included staff absence.	
10.3	With EYFS, governors wished to record their congratulations to the staff concerned for raising the proportion of children making a Good Level of	

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10.4	<p>Development (GLD) from 77% to 86%. This outcome has also generated positive feedback at the parent focus group.</p> <p>DS confirmed that all this encouraging data has been broadcast via the school website and the media. An open morning for prospective EYFS parents will take place on Saturday 23 September from 10.00am to 12.00pm. This will include a '50 things to do at Girton Glebe' campaign devised by the outgoing Year 6.</p> <p><u>Behaviour, Safeguarding and Child Protection (standing item)</u></p>	
10.5	<p>As set out in the Head's report, there have been 3 exclusions since his previous update, affecting 2 separate children.</p> <p><u>KPIs</u></p>	
10.6	<p>The final 2016/2017 attendance figure of 97.4% exceeded the target.</p> <p>The roll currently stands at 204 – there were 22 entrants into EYFS at the start of term.</p>	
11.	<u>Staffing, Personal Development, Behaviour and Welfare</u>	
11.1	<p>Leading on from item 10.3 above, a Higher Level TA (HLTA) has been taken on to focus on the most disadvantaged Free School Meals (FSM) and SEND children. To fund this position, a bid was made to Girton Town Charity (GTC) and DS was pleased to report that the full amount requested has been approved. The HLTA will seek to engage with families as set out at section B, objective 1, of the TOP.</p>	
11.2	<p>The caretaker position has now been taken up by the previously unsuccessful candidate after the departure at very short notice of the person originally selected.</p>	
11.3	<p>Some difficulty is also being experienced in filling the clubs coordinator role, which is being re-advertised; the previous post holder has kindly agreed to assist on a temporary basis in the interim.</p>	
14.	Outcomes for Children and Learners	
	<u>Data/SATs results and TOP</u>	
14.1	<p><u>KS1 (page 2 of 2016/2017 data summary)</u> - DS emphasised that these outcomes are the result of teacher assessments (TA); the SATs results, which are not published, supplement them as a snapshot. He added that combined scores are in line with other indicators, with individual subjects slightly above. The figures for 2015/2016 were shown as a comparison.</p>	
14.2	<p><u>KS2 (page 3 onwards of 2016/2017 data summary)</u> – DS explained that the blue-headed numbers, giving the national and County comparisons, have been published on the school website. He stressed the importance attached to highlighting at every opportunity the high 36.7% GPS (Good Progress Standard) reached by higher-achieving children working at greater depth.</p>	
14.3.i	<p><u>TOP (section C, objective 3)</u> – NK and JP are trialling the Seesaw social</p>	

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14.3.ii	media/virtual learning platform which goes out electronically to parents. The school has also installed its own Twitter account. <i>TOP (section B, objective 5)</i> – DS expressed confidence that the TA structure set out on page 4 will prove more manageable in 2017/2018 since interventions were likely to be less complex.	
14.4	To a question around CPD in Maths mastery, governors were pleased to note that NW has led a staff meeting on this at which folders were circulated containing tips on good practice.	
14.5	<i>TOP (section C, objective 5)</i> – it was agreed to add the re-structured committees' roles to this part of the plan.	DS
12.	Safeguarding <ul style="list-style-type: none"> • Health & Safety Walk, 28 June 2017 	
12.1	LW has met with Lynnda Osborne and Chris Meddle, Education Officer, for a general update and to discuss specific issues relating to the Single Central Record (SCR).	
12.2	The report of the Health & Safety Walk had been circulated in advance. To a question, RB advised that VDU assessments for office staff are ongoing.	
13.	Governor Visits <ul style="list-style-type: none"> • Persistent Absence, 30 June 2017 	
13.1	The report had been circulated in advance. LW commented that she is reassured around necessary systems being in place and that the level of discretion employed around sending out Letter 1 is appropriate.	
13.2	See also item 15.1 below.	
15.	Policies (both circulated in advance) <ul style="list-style-type: none"> • Attendance • Safeguarding and Child Protection 	
15.1 Decision	DS advised that the model Attendance policy has been updated to reflect recent legal precedent, with input also from the school's Education Welfare Officer (EWO). It was approved, unanimously, subject to an amendment to Letter 1 to reflect the fact that the school is willing to offer support; also to set out in the text the actual flexibility which should be forthcoming. DS confirmed that letters go out only after a full review of all relevant data and taking into account possible mitigating factors.	
15.2 Decision	Further additions and changes to the Safeguarding policy had been highlighted in the document; governors approved the revised policy, unanimously.	
16.	Governor Training & Briefings <ul style="list-style-type: none"> • Vision & Strategy session, 10 October 2017 • Whole GB training event 	

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	<ul style="list-style-type: none"> • SGT (School Governance Team) training programme 	
16.1	The Vision & Strategy session is discussed under item 6 above. This replaces the possible whole GB training event.	
16.2	The Autumn term schedule had been circulated in advance. DM and LW will attend a governor briefing.	
17.	Agree meeting schedule 2017/2018	
	Circulated in advance, based on option 1 as set out under item 8 above. Agreed unanimously (subject to amendment as appropriate).	
18.	Any Other Business	
18.1	DS is to meet with Cottontails to discuss potential relocation into the school building.	
18.2	GW advised that he will not be available to continue as Camclerk after the existing Service Level Agreement expires at the end of the Spring term and that accordingly clerking provision via SGT will cease at that point.	
	The meeting closed at: 8.30pm.	
	<i>Date of next FGB Meeting</i> Tuesday 14 November 2017 at 6.30pm.	

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